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**Ministry of Energy and Water Resources, Somalia**

**Terms of Reference for Consultancy Services.**

**Project Title: Review and Improvement of MoEWR’s Operational and Financial Policies and Capacity Building for Operational and Financial Staff.**

Duration: 10 Months

Date of Issue: 10th February 2025

1. **Background;**

The Ministry of Energy and Water Resources (MoEWR) is committed to enhancing governance, accountability, and service delivery in Somalia’s energy and water sectors. Following gaps identified in recent audit spot checks and the need to align with national and international frameworks, the Ministry seeks to review and improve its operational and financial policies while building the capacity of its operational and financial staff. This consultancy will support MoEWR in fulfilling its mandate effectively, fostering sustainable development and improved service delivery.

2. **Objectives of the Assignment;**

The consultancy firm will be responsible for:

* Reviewing and improving MoEWR’s operational and financial policies.
* Aligning policies with Somalia’s existing operational and financial policies and Acts, the UN Sustainable Development Goals (SDGs), and international best practices.
* Building the capacity of MoEWR’s operational and financial staff through targeted training programs.
* Supporting the decentralization and integration of improved policies at the Federal Member States level.

3. **Scope of Work;**

The consultancy firm shall perform the following tasks:

3.1 Policy Review and Improvement

* Conduct a comprehensive review of MoEWR’s existing operational and financial policies.
* Benchmark policies against best practices in water and energy governance, focusing on post-conflict and developing country contexts.
* Identify policy gaps, inconsistencies, and areas requiring alignment with national and international standards.
* Engage MoEWR leadership and department heads to gather operational insights.
* Develop revised operational and financial policies incorporating feedback from recent audits and staff inputs.
* Facilitate validation workshops to finalize draft policies.
* Support the decentralization of improved policies to FMS, ensuring adaptability to regional contexts.

3.2 Capacity Building

* Conduct a Training Needs Assessment (TNA) to identify skill gaps among MoEWR staff.
* Design and deliver training programs tailored to operational and financial management needs.
* Provide on-the-job training and workshops to enhance staff capacity in policy implementation.
* Organize regionally tailored training sessions for lesson learning purposes.

3.3 Monitoring and Evaluation (M&E)

* Develop a Monitoring and Evaluation framework to track project progress and outcomes.
* Establish Key Performance Indicators (KPIs) to measure the effectiveness of policy reforms and capacity-building initiatives.
* Conduct post-training evaluations to assess knowledge and skills of the staff for improvements.

4. **Deliverables and Timeline;**

The consultancy firm is expected to deliver the following within 10 months:

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| **Deliverable** | **Timeline** |
| Inception Report (with detailed work plan and methodology) | Month 1 |
| Comprehensive Policy Review Report | Month 2 |
| Draft Revised Operational & Financial Policies | Month 4 |
| Training Needs Assessment (TNA) Report | Month 4 |
| Capacity Building Plan | Month 5 |
| Training Materials and Modules | Month 6 |
| Capacity Building Workshops (Federal & FMS levels) | Months 6-8 |
| Validation Workshops for Draft Policies | Month 8 |
| Final Revised Policies (approved by MoEWR management) | Month 9 |
| Final Project Report (including M&E findings) | Month 10 |

5. **Reporting and Supervision;**

The consultancy firm will report directly to the Director General of MoEWR. Regular progress updates will be provided to MoEWR leadership and UNICEF Somalia Office. Coordination with FMS counterparts will be required for decentralized implementation.

6. **Team Composition and Qualifications;**

The consultancy firm should deploy a multidisciplinary team with expertise in:

* Public Finance Management (PFM)
* Operational Policy Development
* Capacity Building and Training
* Legal expertise with experience in Energy and Water
* Monitoring and Evaluation (M&E)
* Water and Energy Governance (preferably in post-conflict environments)

Key Experts Required:

1. Team Leader (Governance & Policy Expert):

* Master’s degree in Public Policy, Governance, or related fields.
* Minimum 10 years of experience in policy review and institutional development.

2. Public Finance Management (PFM) Specialist:

* + Professional certification in accounting or finance (e.g., CPA, ACCA).
  + Experience with public sector financial reforms.

3. Capacity Building and Training Specialist:

* + Proven experience in designing and delivering capacity-building programs.
  + Strong facilitation and adult learning skills.

4. Monitoring and Evaluation (M&E) Expert:

* + Expertise in developing M&E frameworks and tools.
  + Strong data analysis and reporting skills.

5. Legal and Compliance Expert in experience in Energy and Water

* Experience in regulatory compliance and legal frameworks related to public administration.

7. **Required Competencies;**

* Demonstrated experience in policy reforms and capacity-building projects in developing or post-conflict countries.
* Strong understanding of Somalia’s governance, energy, and water sectors.
* Excellent communication, facilitation, and stakeholder engagement skills.
* Ability to deliver high-quality outputs within tight deadlines.

8. **Payment Schedule;**

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| **Milestone** | **Payment (%)** |
| Upon submission of Inception Report | 10% |
| Upon completion of Policy Review Report | 15% |
| Upon submission of Draft Revised Policies | 20% |
| Upon delivery of TNA and Capacity Building Plan | 15% |
| Upon completion of Training Workshops | 20% |
| Upon submission of Final Policies and Project Report | 20% |

Payments will be made based on the satisfactory completion of deliverables, as follows:

9. **Proposal Submission Requirements;**

Interested consultancy firms should submit:

* + Technical Proposal outlining understanding of the assignment, methodology, and work plan.
  + Financial Proposal detailing costs (inclusive of all taxes).
  + Profiles/CVs of proposed team members.
  + Evidence of previous similar assignments.
  + Company registration and legal documents.

10. **Evaluation Criteria;**

Proposals will be evaluated based on:

* + Technical Approach & Methodology (30%)
  + Relevant Experience (25%)
  + Team Qualifications (25%)
  + Financial Proposal (20%)

11. **Submission Details;**

* + Deadline: 25th February 2025
  + Submission Email/Address: [coordinationfacility@moewr.gov.so](mailto:coordinationfacility@moewr.gov.so) cc; [dg@moewr.gov.so](mailto:dg@moewr.gov.so)
  + Subject Line: ‘’Consultancy for MoEWR Policy Review and Capacity Building”